



BOARD OF PRISON TERMS
1515 K Street, Suite 600
Sacramento, CA 95814

~~EMPLOYMENT WEEKLY~~

Job Announcements 2004

This publication is produced by the CYA Central Office/Classifications & Personnel Services

October 15, 2004

The Board of Prison Terms is an equal opportunity employer. Equal opportunity is afforded to all applicants regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. Selection standards and criteria are available upon request.

Positions may be filled using the Limited Examination Appointment Program (LEAP) process for the disabled.

OFFICE TECHNICIAN (T)

Board of Prison Terms/Legal Division: Limited Term-12 months, full time, in-grade, lateral transfer, list, or reinstatement. The OT provides general clerical support to professional staff on Valdivia assignments, types correspondence related to the Valdivia Remedial Plan for the Chief Counsel and two (2) Staff Counsels, edits and distributes unit correspondence, maintains chronicle files, and tracks attorney monitoring visits for probable cause hearings. This position will serve as a backup for entering Deputy Commissioner's requests for legal support and opinions into a tracking system and assigning to legal analyst, attorney or supervisor/manager as appropriate. The Office Technician will also maintain logs, faxes, copies, mail, personnel files, travel claims and timesheets for the Valdivia work group as well as answer phones, direct calls and answer questions for the Legal Division. Desirable Qualifications: The ability to communicate effectively, exercise good judgment and work with little supervision is of primary importance. Consistent attendance is required. Top candidates may be interviewed. Submit app. and résumé to Angela Hampton, Board of Prison Terms, 1515 K Street, Ste 600, Sacramento, CA 95814, (916) 445-2779, by October 22.

OFFICE TECHNICIAN (T)

Board of Prison Terms/Offender Screening Unit: Permanent, full time, in-grade, lateral transfer, list, or reinstatement. Under the supervision of the Staff Services Manager I, the incumbent is responsible for reviewing and processing Mentally Disordered Offender (MDO) packages for certification, which includes a quality review of legal documents. Coordinates the scheduling of probable cause hearings for Sexually Violent Predators (SVP). Hires clinicians, attorneys, and interpreters, as needed, and prepares correspondence. Consults with BPT, Department of Corrections, and Department of Mental Health staff of various levels. Works in MS Access MDO database to produce certification documents and reports. Processes Central Office Calendar decisions for MDO and SVP cases. Works as a team with other Offender Screening Section staff. Provides back-up for other Office Technicians in the Unit. Desirable Qualifications: Knowledge of basic operation of Microsoft Office software, Access and other office equipment. Top candidates may be interviewed. Submit app. and résumé to Yolanda de la Torre, 1515 K Street, Ste 600, Sacramento, CA 95814, (916) 322-9900, by October 22.

OFFICE TECHNICIAN (T)

Board of Prison Terms/Hearings Division: Limited Term-12 months, full time, in-grade, lateral transfer, list, or reinstatement. Performs secretarial duties for 3 Assistant Chief Deputy Commissioners which includes preparing memos, Hearing Directives and correspondence, provides data entry for programs associated with the Hearings Division. Provides general support for the more complex clerical tasks for the Hearings Division. Maintains personnel and training information for all Deputy Commissioners and field staff and coordinates vehicles. Makes travel arrangements, schedules meetings and performs a wide variety of clerical functions. Assists Training Unit with preparation for various training courses. Desirable Qualifications: Knowledge of Microsoft Word, Excel, Access, and Outlook. Must have effective organizational, communication, and interpersonal skills, and ability to multitask, take initiative, work independently, and maintain confidentiality. Awareness of the organization, and mission and values of the Board of Prison Terms. Top candidates may be interviewed. Submit app. and résumé to Andrea Lagergren, Board Of Prison Terms, 1515 K Street, Ste 600, Sacramento, CA 95814, (916) 324-1941, by October 22.